

SECONDARY UNIT CLEARANCE APPLICATION FORM

Please print clearly or type.

STAFF	File Number SC		Receipt #: _____	
	Council District		Zoning	
APPLICANT INFORMATION	Property Owner		Phone (w)	Phone (h)
	Address		Fax	Cell
			E-Mail	
	Project Contact Person		Phone (w)	Phone (h)
	Address		Fax	Cell
			E-Mail	
PROJECT INFORMATION	Project Address		APN(s)	
	Application Type (check all that apply)			
	<input type="checkbox"/> Detached <input type="checkbox"/> Attached <input type="checkbox"/> New <input type="checkbox"/> Existing, unpermitted			
	Brief Project Description			
	<div style="display: flex; justify-content: space-between;"> <i>PROJECT DATA</i> <i>EXISTING</i> <i>PROPOSED</i> </div>			
	Net Parcel Size (square feet)			
	Secondary Unit Square Footage			
	Bedroom Square Footage			
	Number of bedrooms			
	Storage area square footage			
Building Height		____ ft ____ stories	____ ft ____ stories	
CERTIFICATION	I certify that the foregoing statements are true and correct to the best of my knowledge. I understand that a misrepresentation of any submitted data may invalidate an approval by the City of San Jose of this application.			
	Applicant's Signature			Date
	I declare under penalty of perjury that I am the owner of said property or have Power of Attorney (attach copy) from said property owner and that I consent to the above-described application.			
	Print Property Owner's Name			
Signature			Date	

**PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPLICATION APPOINTMENT.
THIS APPLICATION APPOINTMENT IS LOCATED ON THE 1ST FLOOR OF CITY HALL.**

Application Requirements

- ☐ Completed Secondary Unit Clearance form
- ☐ Photographs
 - ☐ Existing structures on property
 - ☐ Views to adjoining properties from proposed secondary unit location
- ☐ Completed building permit application and project worksheet
- ☐ Completed homeowner's property tax exemption
- ☐ Plan sets (3 plan sets, minimum 18" x 24") Plan sets must provide all information required for a building permit submittal, and the following additional information:
 - ☐ Total secondary unit square footage
 - ☐ Bedroom square footage
 - ☐ Storage square footage
- ☐ \$250 Planning clearance fee, plus all normal and customary building permit fees and taxes for the proposed secondary unit. Please note that as an example, building permit fees and taxes for a 600 square foot unit can range from \$4,800 to \$5,500, depending on configuration.

Incomplete applications will not be accepted, and will forfeit the required \$100 appointment deposit.

Secondary Unit Criteria:

Prior to application, please be sure that your secondary unit proposal conforms to the following criteria. If you have any questions, please contact the Planning Division at 408-535-7801, or secondary.units@sanjoseca.gov.

Applicable Districts: All R-1 Districts and Planned Development districts using R-1 standards

<u>Minimum lot size:</u>	<u>Attached units</u>	<u>Detached units</u>
	6,000 square feet	8,000 square feet

Maximum unit size: 600 square feet

Maximum square footage devoted to bedrooms: 400 square feet

Maximum number of bedrooms: One

Maximum storage space: 60 square feet

Required parking: One additional open parking space, outside of front and side setbacks

<u>Siting criteria:</u>	<u>Attached units:</u>	<u>Detached Units:</u>
	same setbacks as primary structure	<ul style="list-style-type: none"> • same setbacks as primary structure • Behind primary dwelling unit • Minimum six feet from existing structures • Maximum height = 16' • Average height = 12'

Design criteria:

- Exterior materials to match existing house
- Roof pitch and form to match existing house
- Front door of second unit not on same building elevation as the main house's front door
- Second unit's windows shall not have views into adjacent properties.

Ownership: Property owner must certify that they occupy existing house at time of application.

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Secondary Unitpm65/applications rev. 12/20/2005